



## FEDERAL OCCUPATIONAL HEALTH

Improving the health, safety, and productivity of our Federal employees.



### RECORD OF CARE, TREATMENT, AND SERVICES QUIZ

1. Entries into a record may include any common abbreviations?
  - a. True
  - b. False
2. Entries into a record should be authorized through written signature, electronic signature, written initials, stamp signature, or electronic authentications.
  - a. True
  - b. False
3. Fitness center staff's active client records should retain at least \_\_\_ years of documentation.
  - a. One
  - b. Two
  - c. Three
  - d. Four
4. The following items must be recorded during a routine EAP intake call, unless refused by the client, EXCEPT:
  - a. Name of client
  - b. Date and time of entry
  - c. Name of federal agency
  - d. Age of client
5. FOH has specific instructions on the documentation to be posted on the right and left side of a clinical service record.
  - a. True
  - b. False
6. How many years does it take for a clinical services record to reach the retirement threshold (\_\_\_ years from the date of the last recorded service)?
  - a. One year
  - b. Three years
  - c. Six years
  - d. Ten years



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### Answer Key:

1. b
2. a
3. c
4. d
5. a
6. c